



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: May 24, 2018

Reporting Period: May 1-May 30, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Attended Seat Pleasant Day Planning Meeting and took notes for City Administrator
- Assist w/ Seat Pleasant Day
- Contacted schools for Volunteers for Seat Pleasant Day
- Contacted other volunteers for Seat Pleasant Day
- Communicated with Ms. Kittrell to reserve Activity Center for May Ward Meeting
- Communicate with Delegate Eric Barron’s office to coordinate meeting w/ Councilmember Sistrunk
- Communicate with Public Works for set up of May Ward Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II and V Combined Ward Meeting
- Attend Combined Ward Meeting for the month of May
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of May
- Attend Regular Work and Public Sessions for the month of May
- Follow-up with request from Mayor Grant for an Emergency Meeting
- Attended Emergency Council Meeting
- Attend Mother Day tea w/ Mayor Grant
- Assist Public engagement w/ Mother’s Day Tea Event
- Attend Senator Benson 202 Coalition Meeting
- Contact vendors for May Ward meeting
- Confirm speakers for May Ward meeting
- Contact local churches for representative to do invocation for Monthly Sessions
- Update Ward Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Research County Council and create shipping labels for Mayor Grant

- Create master spreadsheet for Seat Pleasant Day
- Assist Public engagement department w/ logistics for Seat Pleasant Day
- Schedule and attended meeting w/ Councilwoman Sistrunk and Delegate Barron
- Schedule and attend meeting w/ Councilwoman Sistrunk and Mayor Grant
- Prepare 5 travel packets for MML
- Communicate w/ representative from LGAC to attend conference w/ Councilman Porter
- Prepare flyer for ward 3 prayer brunch
- Communicate w/ representatives from Central high school
- Assist Councilman Porter at Central High school
- Complete and send banner city application